Rajasthan Urja Vikas & IT Serviced Limited, RUVITL

User Manual for Bill Verification System

June 2026

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1. Introduction

Rajasthan Urja Vikas and IT Services Limited (RUVITL) is responsible for managing procurement and sale of electricity and ensure availability of electricity for Distribution Companies in the State of Rajasthan on short term, medium term and long-term basis.

Currently, energy and associated bills received from various inter-state and intra-state generating companies are manually verified and processed by RUVITL before being shared with the respective Discoms. The bill settlement process, including compilation and verification of billing data from multiple generating companies, is largely manual, resulting in considerable time and effort in bill processing and reconciliation.

In the process, Rajasthan Urja Vikas and IT Services Limited (RUVITL) has implemented an online Bill Management and Payment Prioritization System to streamline the submission, verification, and processing of monthly bills received from various generating companies. The system aims to replace the existing manual bill submission process with a secure, transparent, and efficient digital platform.

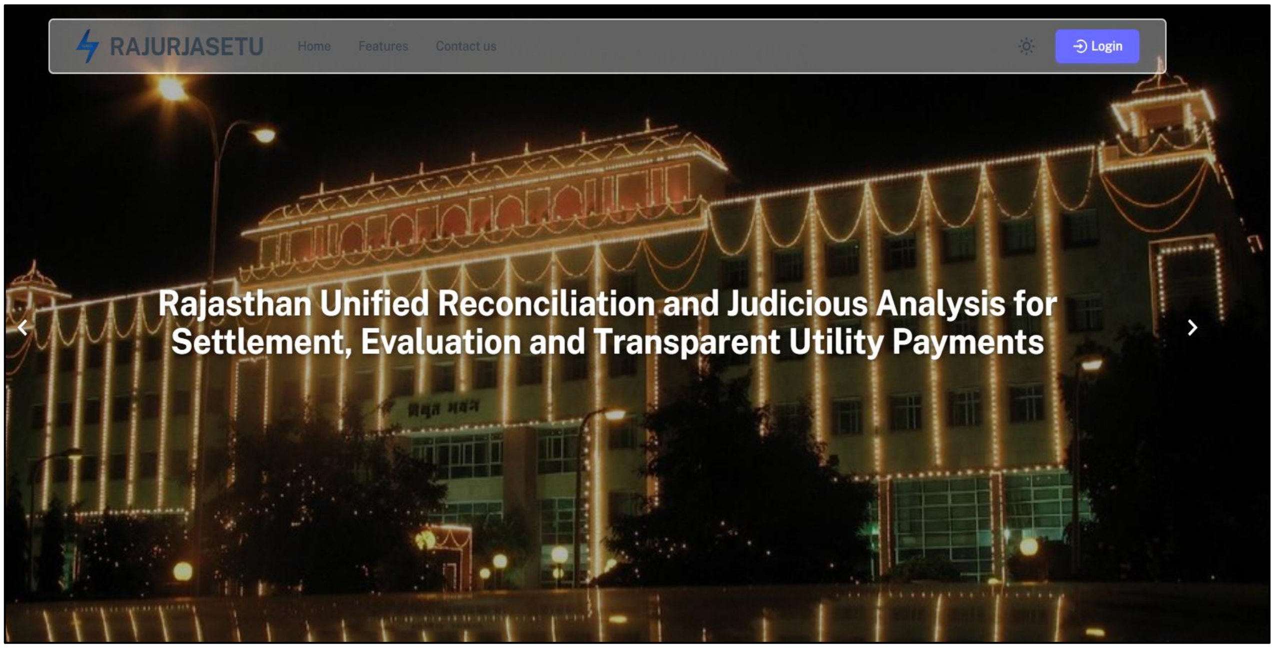
Through this portal, authorized representatives of generating companies can submit monthly energy and associated bills, upload supporting documents, track the status of submitted bills, and respond to observations or queries raised during the verification process. The system facilitates timely exchange of information between generating companies and RUVITL, thereby reducing manual effort, improving data accuracy, and enabling faster bill processing.

This User Manual has been prepared to assist generating companies in understanding and using the portal for monthly bill submission. It provides step-by-step guidance on accessing the system, submitting bills, uploading supporting documents, monitoring bill status, and managing bill-related communications with RUVITL.

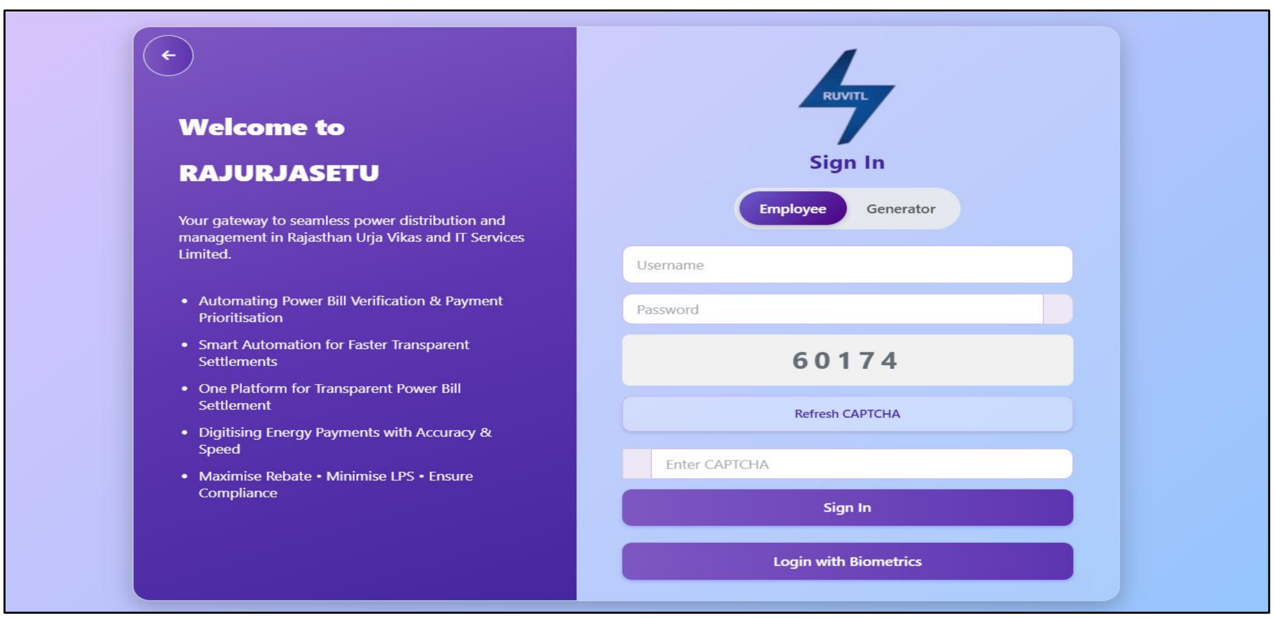
Users are advised to carefully follow the instructions provided in this manual to ensure smooth and timely submission of bills through the portal.

2. Generator Registration

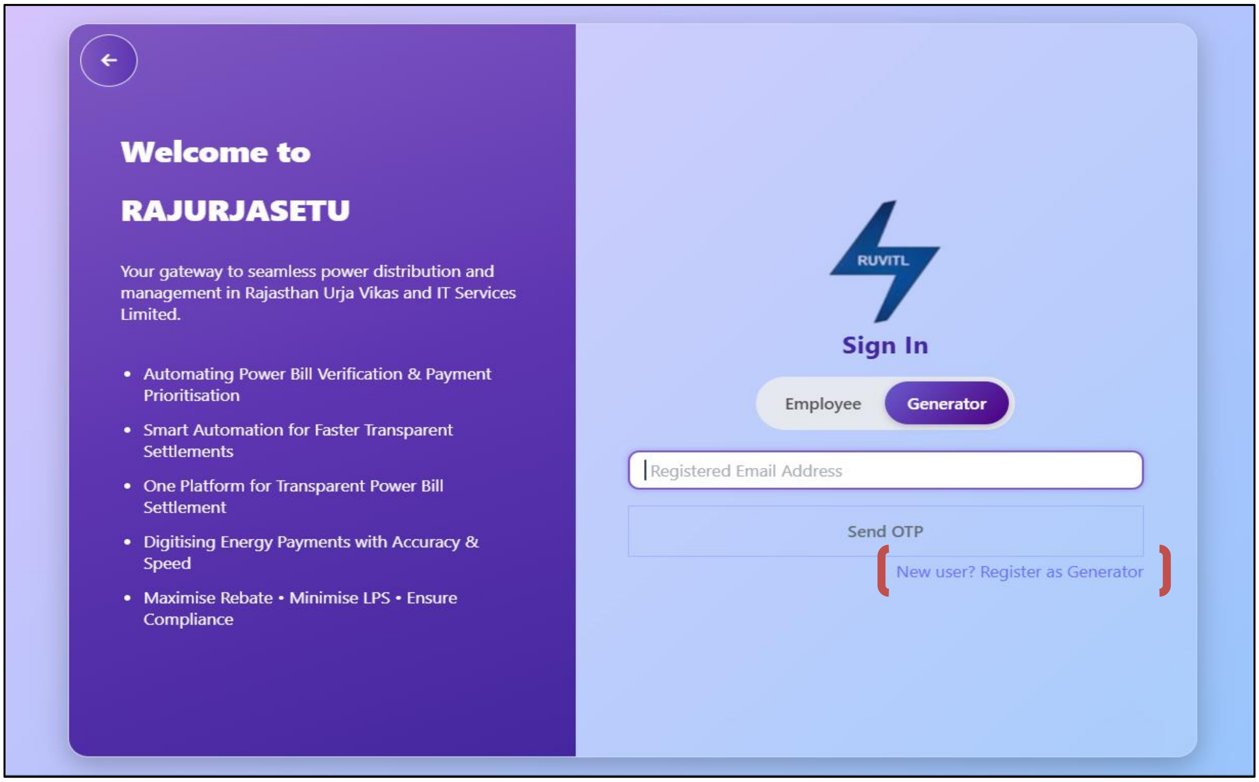
Step 1: On Entering URL: https://rajurjasetu.rajasthan.gov.in/ user shall see the Log in screen.



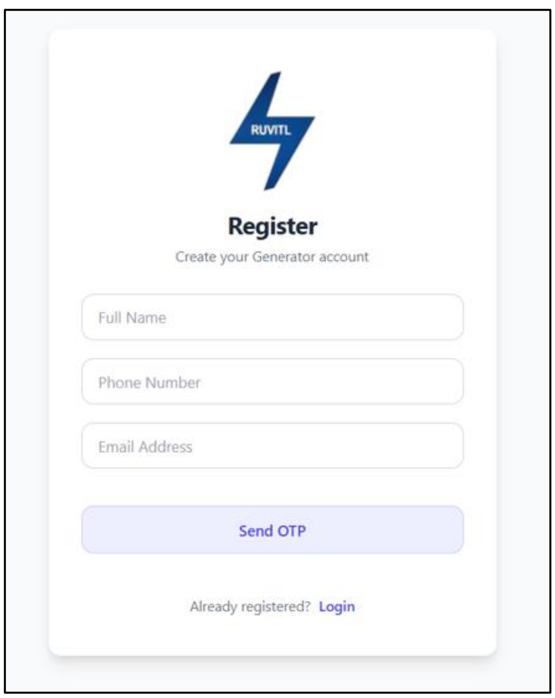
Step 2: Click on the Login for redirecting the user for user authentication process. The user shall view the following page.



Step 3: Click on Generator and then click on "**New User? Register as Generator**"



Step 4: The following page shall open



Step 5: Fill the following details and click on **Send OTP**

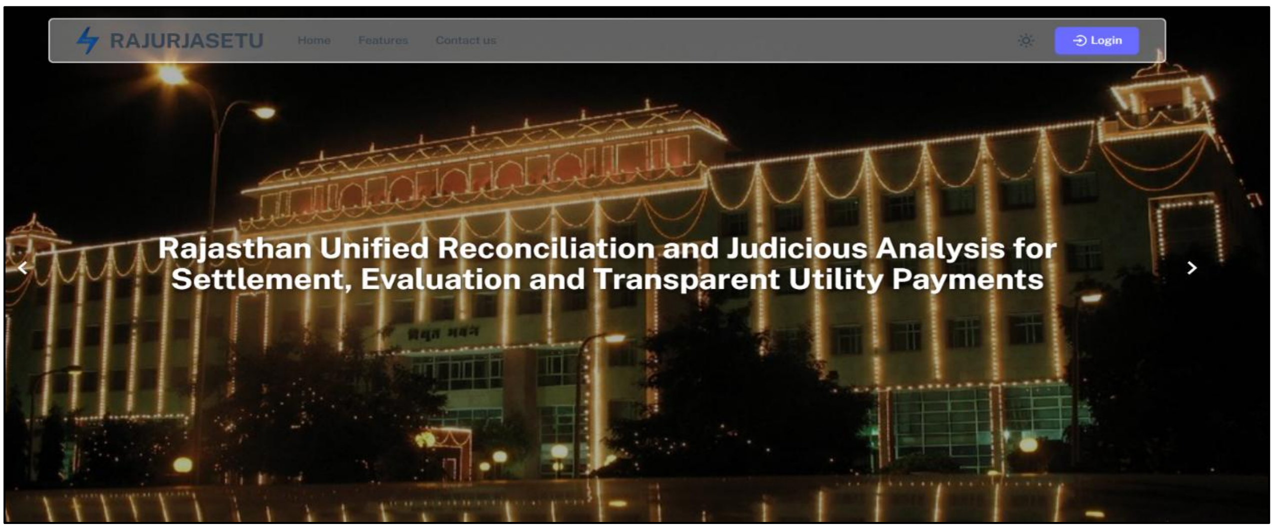
- User Name
- Phone Number
- Mail ID

Step 6: An OTP will be sent to the registered mobile number and email ID. Enter the OTP

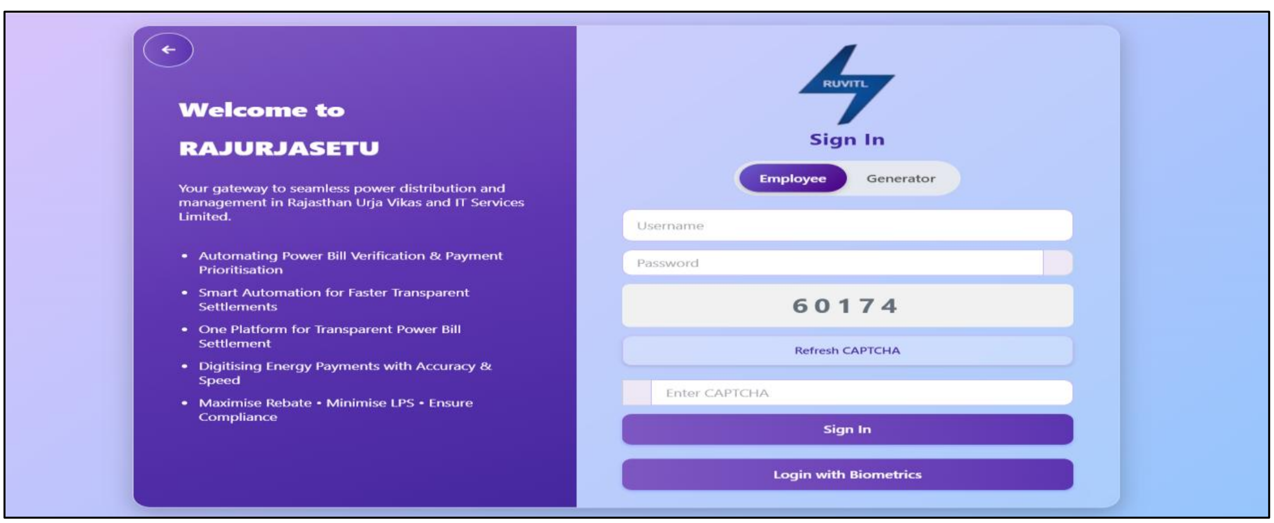
Step 7: Upon entering on the OTP, the user will be registered in the system.

3. Generator Sign in (After Completion of Registration Process)

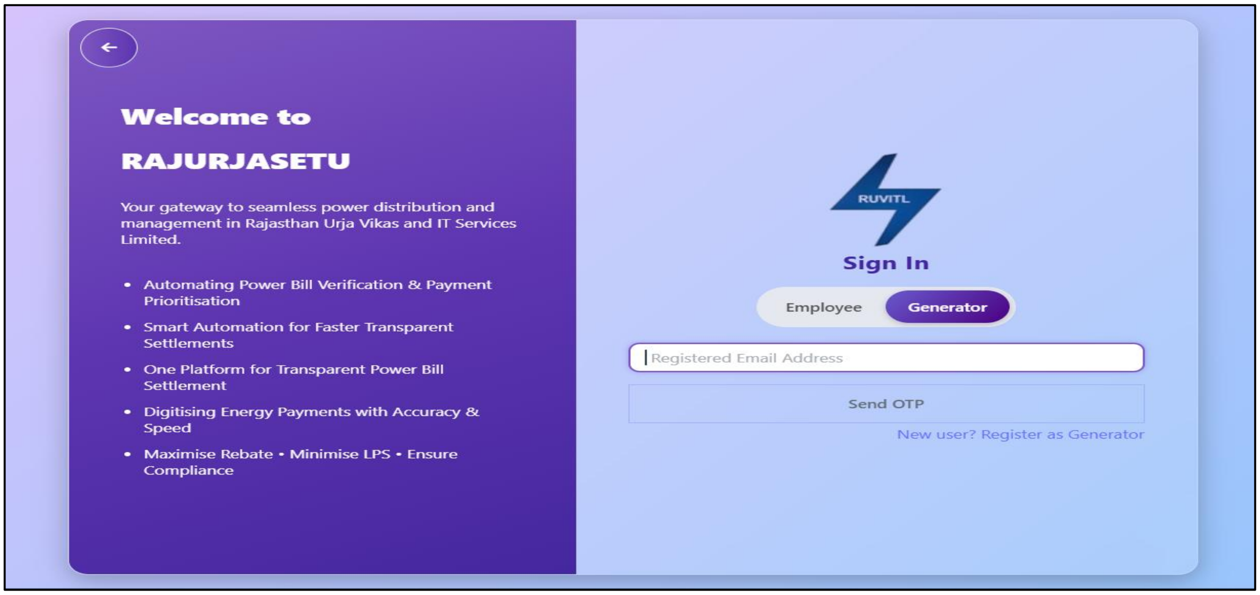
Step 1: On Entering URL: https://rajurjasetu.in/ user can see the below displayed screen.



Step 2: Click on the Login button on the top right for directing the user to Log in screen as shown below.

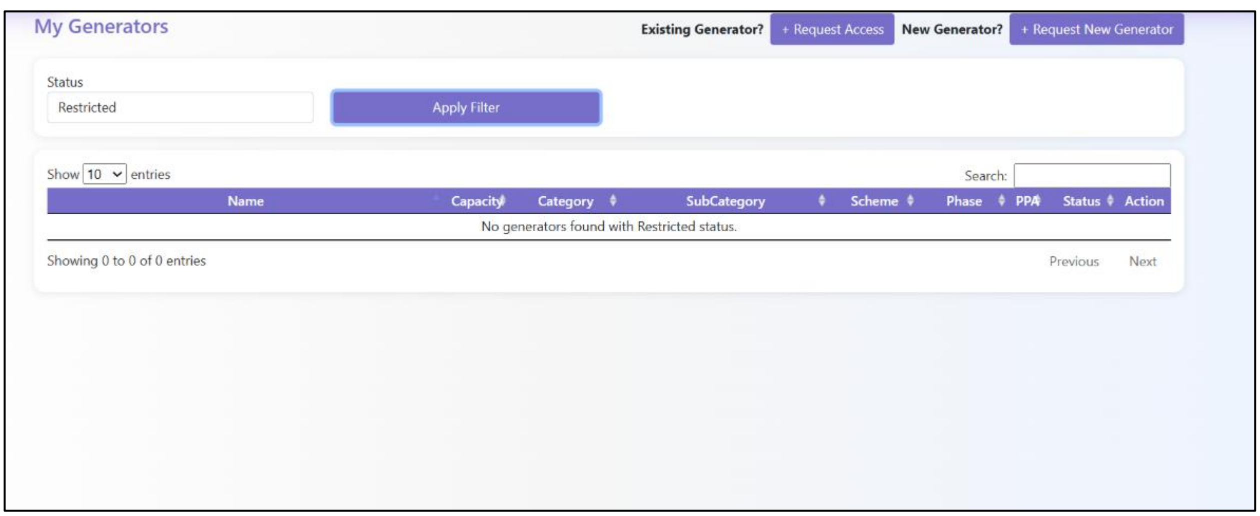


Step 3: Click on Generator. The following screen will be displayed.



Step 4: Enter the registered mail ID or Mobile No and click on '**Send OTP".**

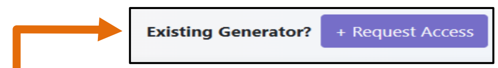
- The user shall receive an OTP on the registered mail ID.
- Enter the received OTP in the system. User Shall be directed to the landing page as shown below.



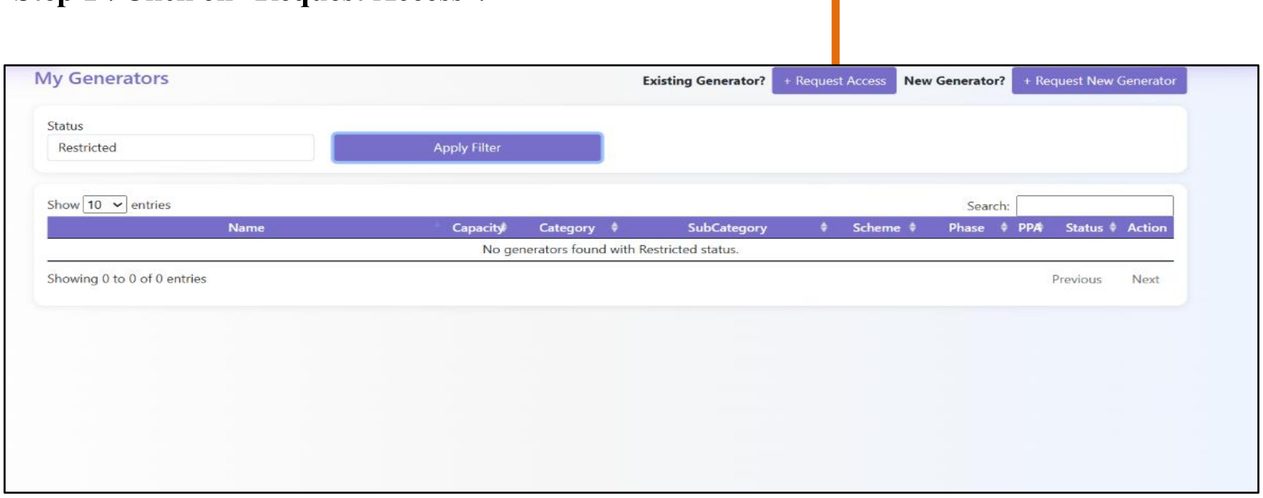
4. Generator Access (Existing Generators)

The user must obtain access to the respective generator account details before performing any billing-related activities in the system. To request access, the user is required to submit an access request to RUVITL through the prescribed process. The request will be reviewed and approved by the authorized RUVITL officials. The same shall be notified through their registered Mail ID. Upon successful approval, the user will be granted access to the approved list of generators mapped with their user account. The user can now log in to the portal, view the generator details, and submit monthly bills along with the required supporting documents for verification and processing by RUVITL.

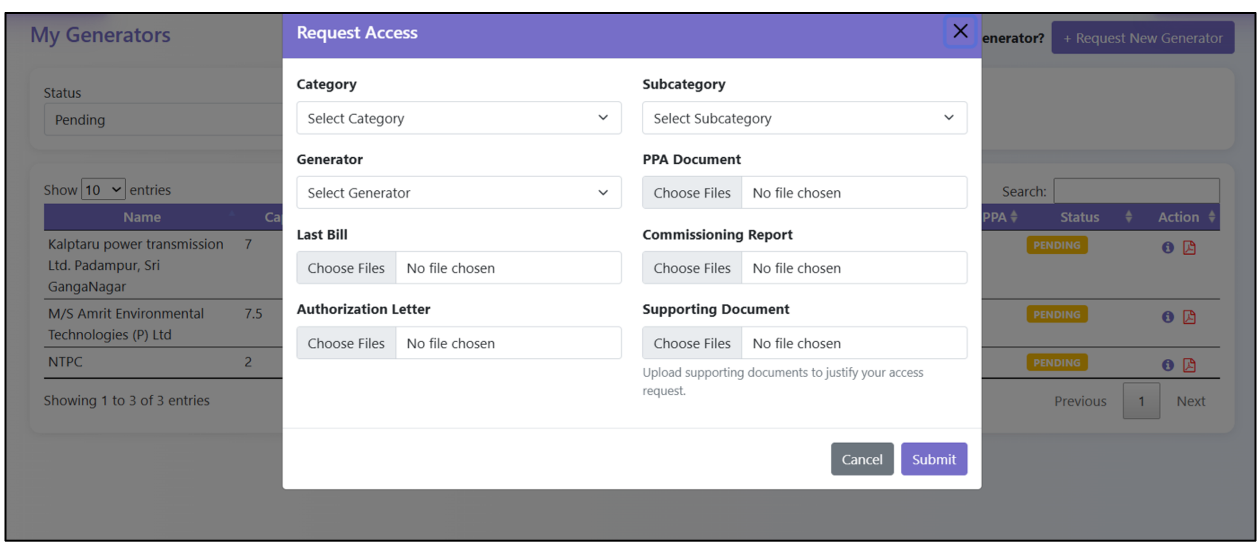
To request access, the user needs to follow the steps outlined below.



Step 1 : Click on "**Request Access**".



Step 2: The following page will open.



Step 3: User shall fill the following details as mentioned in the above screenshot.

<u>Generator Details</u>

- Category – Select the generator category from the dropdown list.

- Subcategory – Select the applicable generator subcategory.
- Generator – Choose the generator for which access is being requested.PPA Details

Mandatory Document upload

User shall upload the following mandatory documents.

- Last generated Monthly Bill: (File shall be in PDF format and size shall be < 5 MB)
- PPA Document: (File shall be in PDF format and size shall be < 50 MB)
- Commissioning Report: (File shall be in PDF format and size shall be < 5 MB)
- Authorization Letter: (File shall be in PDF format and size shall be < 5 MB)
- Supporting Document (Optional): (File shall be in PDF format and size shall be < 5 MB)

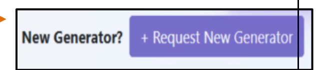
To upload documents user shall follow the following process:

1. Click the **Choose File** button corresponding to the document type.
2. Browse and select the required file from your local system.
3. The selected file will be uploaded to the server and the name will be displayed beside the choose file button, confirming that the document has been attached successfully.
4. Repeat the process for all mandatory supporting documents and click on Save.

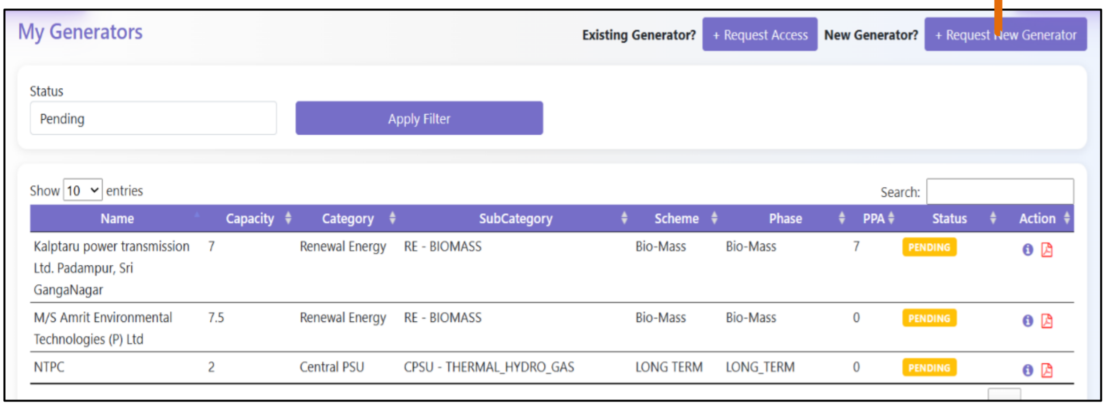
> ***Note:*** *Upon clicking the Save button, the request will be submitted to the concerned RUVITL authorities for review and approval. Users can track the status of their request on the landing page. Once the request is approved by the RUVITL authorities, access to the generator will be granted.*

5. New Generator Request

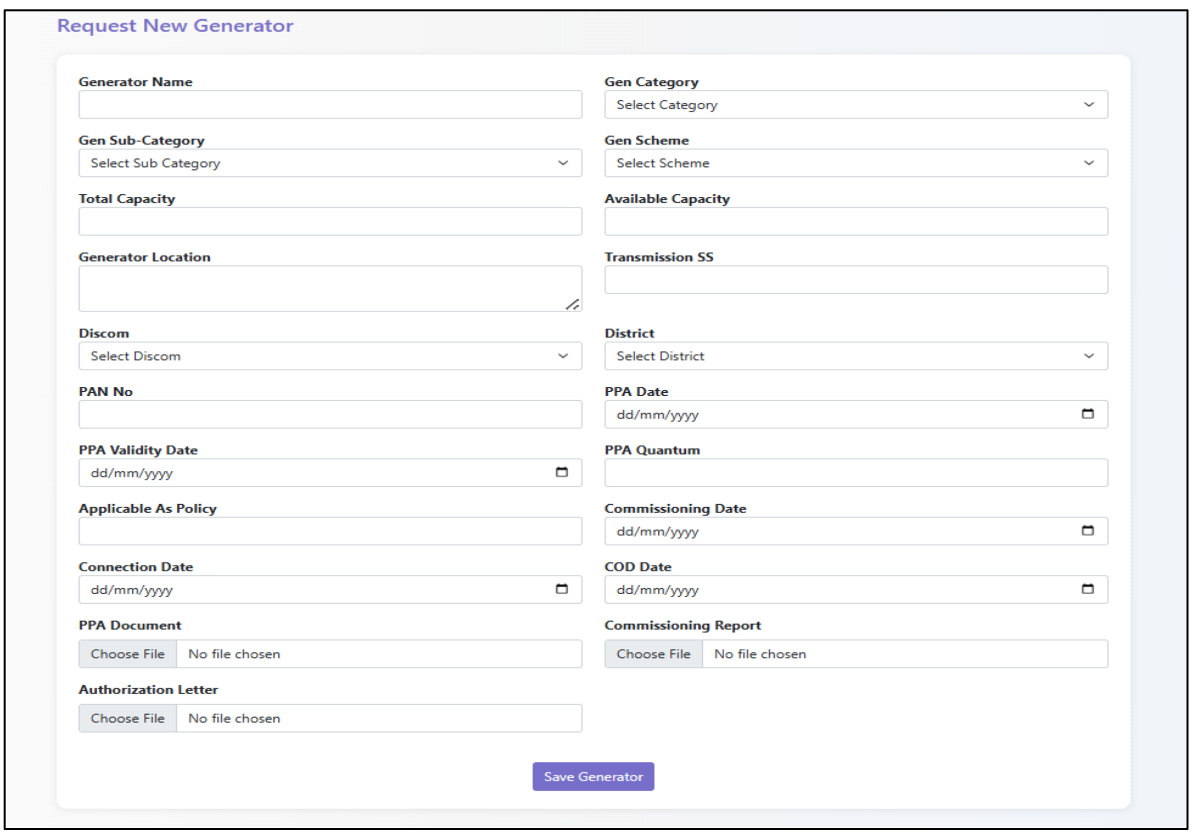
The Request New Generator page enables users to register a new generator in the system and request access for bill submission and other related activities. The request is submitted to RUVITL for review and approval. Upon approval, the generator is added to the user's account, allowing bill submission and management activities.



Step 1 : Click on **Request New Generator**.



Step 2: The following screen shall open.



Step 3: User shall fill the following details as mentioned the above image.

Generator Details

- Generator Name – Enter the name of the generating station/company.
- Gen Category – Select the generator category from the dropdown list.
- Gen Sub-Category – Select the applicable sub-category.
- Gen Scheme – Select the relevant scheme.
- Total Capacity – Enter the total installed capacity of the generator.
- Available Capacity – Enter the available generation capacity.
- Generator Location – Enter the complete location/address of the generator.
- Transmission SS – Enter the associated transmission substation details.

Administrative Details

- Discom – Select the associated Distribution Company.
- District – Select the district where the generator is located.
- PAN No – Enter the PAN number of the generating company.

PPA Details

- PPA Date – Select the effective date of the PPA.
- PPA Validity Date – Select the validity/end date of the PPA.
- PPA Quantum – Enter the contracted quantum/capacity under the PPA.
- Applicable As Policy – Enter the applicable policy or regulatory provision.

Project Milestones Dates

- Commissioning Date – Date on which the project was commissioned.
- Connection Date – Date of grid connectivity.
- COD Date – Commercial Operation Date (COD) of the project.

Mandatory Document upload

User shall upload the following mandatory document.

- PPA Document: (File shall be in PDF format and size shall be < 50 MB)
- Commissioning Report (File shall be in PDF format and size shall be < 5 MB)
- Authorization Letter (File shall be in PDF format and size shall be < 5 MB)

To upload documents, user shall follow the following:

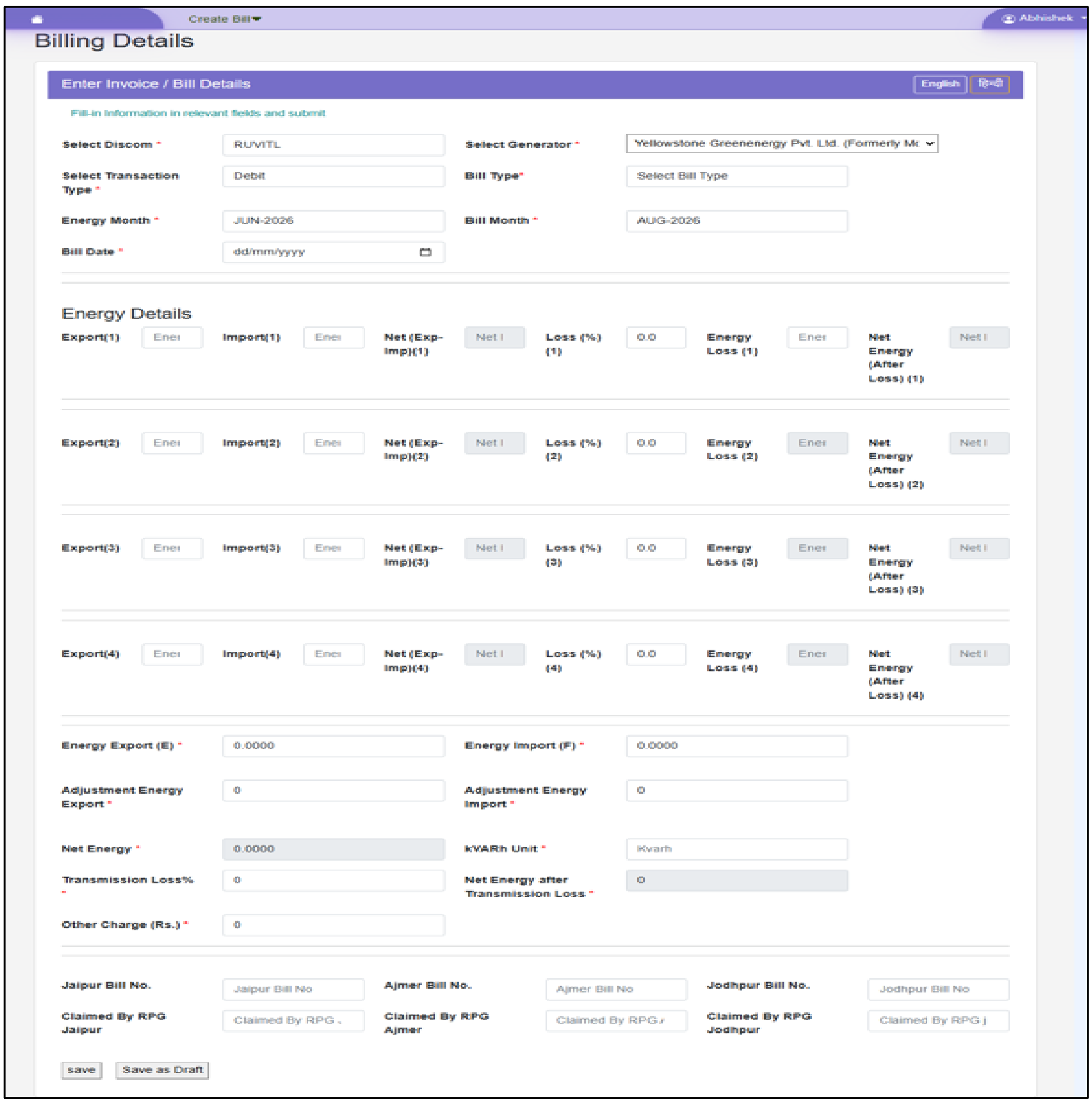
1. Click the Choose File button corresponding to the document type.
2. Browse and select the required file from your local system.
3. Once selected, the file name will be displayed next to the Choose File button, confirming that the document has been attached successfully.
4. Repeat the process for all mandatory supporting documents.

> ***Note:*** *Upon clicking the* ***Save*** *button, the request will be submitted to the relevant RUVITL authorities for review and approval of the New Generator. Users can track the status of their request on the landing page. Once the request is approved by the RUVITL authorities, the generator will be added to the system and access will be given to the Generator User.*

6. Generator Bill Submission

The Bill Entry screen enables the user to enter the monthly billing and energy details of the selected generator. The system also provides for adjustment of Transmission Loss to arrive at the Net Energy after Transmission Loss.

Step 1: Go to the Menu, click on Create Bill, and select the applicable Bill Entry option. The Billing Details – Enter Invoice / Bill Details screen will be displayed.



Step 2: Enter the following details

Enter Invoice / Bill Details section:

- Select Discom – Select the applicable Distribution Company.
- Select Generator – Select the generator for which the bill is being submitted.
- Select Transaction Type – Select the applicable transaction type, such as Debit.
- Bill Type – Select the applicable bill type.
- Energy Month – Select the month for which energy has been supplied.
- Bill Month – Select the applicable billing month.
- Bill Date – Enter/select the bill generation date.

Enter Energy Details:

The Energy Details section provides four separate energy blocks. Enter the applicable details for each block:

Energy Block 1

- Export (1) – Enter the exported energy for Block 1.
- Import (1) – Enter the imported energy for Block 1.
- Net (Exp-Imp) (1) – The system calculates the net energy based on export and import.
- Loss (%) (1) – Enter the applicable loss percentage.
- Energy Loss (1) – The system calculates the energy loss.
- Net Energy (After Loss) (1) – The system calculates the net energy after applying the loss.

Follow the same process for Energy Blocks 2, 3 and 4, entering the respective Export, Import and Loss (%) values. The corresponding Net Energy, Energy Loss and Net Energy after Loss values are calculated/populated by the system.

Enter Consolidated Energy Details

After entering the individual energy blocks, the consolidated energy details are displayed/entered:

- Energy Export (E) – Total energy exported.
- Energy Import (F) – Total energy imported.
- Adjustment Energy Export – Enter the applicable export adjustment. Enter 0 if no adjustment is applicable.
- Adjustment Energy Import – Enter the applicable import adjustment. Enter 0 if no adjustment is applicable.
- Net Energy – The system calculates/populates the overall net energy.
- kVARh Unit – Enter the applicable reactive energy unit.
- Transmission Loss % – Enter the applicable transmission loss percentage. Enter 0 if no transmission loss is applicable.
- Net Energy after Transmission Loss – The system calculates/populates the net energy after considering transmission loss.

- Other Charge (Rs.) – Enter other applicable charges. Enter 0 where no additional charge is applicable..

Enter Discom-wise Bill & Claim Details

Enter the applicable bill number and claimed amount for each Discom:

- Jaipur Bill No. – Enter the bill number applicable to Jaipur Discom.
- Claimed By RPG Jaipur – Enter the amount claimed by RPG for Jaipur.
- Ajmer Bill No. – Enter the bill number applicable to Ajmer Discom.
- Claimed By RPG Ajmer – Enter the amount claimed by RPG for Ajmer.
- Jodhpur Bill No. – Enter the bill number applicable to Jodhpur Discom.
- Claimed By RPG Jodhpur – Enter the amount claimed by RPG for Jodhpur..

Step 3: After entering all applicable information, verify the energy, loss and Discom-wise billing details and select the appropriate option:

- Save – Click Save to save the completed bill details for further processing.
- Save as Draft – Click Save as Draft to retain the entered details and complete or review the bill later.

Step 4: Save the Bill

After entering all the applicable details and attaching the required documents, review the information and select the appropriate option:

- Save – Click Save to save/submit the entered bill details for further processing.
- Save as Draft – Click Save as Draft if the bill is incomplete and needs to be completed or reviewed later.

Step 5: Upon clicking in **Save** the user will be directed to upload the physical bills:

Click on Choose Files under Attach PDF(s) and upload the applicable bill/supporting documents for all the three Discoms.

- One or multiple PDF documents can be selected.
- To add additional documents, use the same file selection option again.
- Uploaded files can be removed before the bill is saved.

Note: Fields marked with an asterisk (*) are mandatory. Users should verify the generator, billing period, meter readings, energy values, bill details, and upload supporting documents before saving the bill.